

# **Gutenberg School of Management and Economics**

## **Chair in Macroeconomics**

### **Some guidelines for Master Theses**

#### **General requirements**

The formal conditions regarding the Master Thesis in the MIEPP/MoM are regulated by § 15 of the examination regulations. MIEPP students should also consider the MIEPP Study Guide.

- The Master Thesis has to be submitted, both as a print version and electronically in form of a PDF document. You must submit two bound copies of your Master Thesis to the Exam Office according to your deadline. Please send an electronic version (PDF-file) to the chair (macroeconomics(at)uni-mainz.de).
- Extent of the thesis (lists and appendices not counted): Please be aware that the extent of a thesis generally is not a crucial factor for the grading, that means the more complex a topic is, the shorter might as well be the thesis. However, the following restrictions should be adhered:
  - Master Thesis: max. 50 pages
  - Seminar paper (Master): max. 15 pages
- Font: Times New Roman or Arial.
- Font size: Text: 12 pt; Foot notes: 10 pt.
- Line spacing: Text: 18 pt; Foot notes: 12pt.
- Margins: left 3 cm; right 2 cm, above and below 2,5 cm.
- Page numbering: Coversheet without page number; pages with lists are to be numbered consecutively by Roman numerals; text and bibliography are to be numbered consecutively by Arabic numerals.
- Formatted as justified text with hyphenation
- Title page: see template at the end of this document
- Lists: A table of contents and, if needed, a list of figures, tables and abbreviations have to be included before the introduction. All cited publications have to be listed in a bibliography after the conclusion but before the appendices. (These lists are not counted for the required number of pages.)
- Abstract: A thesis should start with an abstract of about 100 – 200 words. The abstract is located prior to the table of contents.
- Equations as well as figures in the text have to be numbered consecutively.

## Timing

If your Master thesis is the final examination you need to pass for the MIEPP, then you will be invited for our MIEPP farewell event after successful completion. If you want to be part of the farewell party in October, you need to start working on your Master thesis between January and April. If you prefer the farewell party in April, you should start anytime between July and October of the previous year.

## Citation

- Literal citations are to be put in double quotes.
- American citation format is supposed to be used. References should appear within the text and have to be put in round brackets. Page numbers of articles are not to be indicated.
- Examples:
  - Unemployment is a serious social problem (Mustermann et al., 2001, S.455).
  - Inflation causes loss of welfare (Mustermann 1970a,b).
  - Meyer, Müller and Schmidt (2005) discuss the consistency of the ML estimator in chapter 12 of their work.
  - Omissions: Please indicate by three points „...“, Insertions with [square brackets].
  - Rough citations: Please add „cf.“.
  - If the citation refers to two pages, the page number is followed by „f.“, if it refers to more than two pages, the page number is followed by „ff.“
  - If several works of one author are cited, which have been published in the same year, the year has to be followed by small Latin letters (beginning with a, in alphabetical order sorted by title)

### Bibliography:

The bibliography must be ordered alphabetically. Titles in the bibliography should be quoted as follows:

- Journal Articles:

Example:

Rogerson, R., R. Shimer, and R. Wright (2005): “Search-Theoretic Models of the Labor Market: A Survey”, *Journal of Economic Literature*, 43, 959-988.

- Monographs

Example:

Ross, S. M. (1996):

*Stochastic processes*, 2nd edition. Academic Press, San Diego.

- Essays in collected editions:

Example:

Mortensen, D. T., and C. A. Pissarides (1999): “New developments in models of search in the labor market”, in *Handbook of Labor Economics*, ed. by O. Ashenfelter, and D. Card, chap. 39, pp. 2567-2627. Elsevier.

### Other

- The use of LaTeX is a great relief for writing formal papers. LaTeX is freeware and can be used for instance with MiKTeX together with TeXnicCenter or other free editors for developing LaTeX documents. Those who prefer a graphical user interface in the fashion of MS Word, can either use Scientific Word (with costs) or the document processor LyX (<http://www.lyx.org/>) which is released under an open source license.

Name  
Student Number  
Semester Number  
Degree Course  
Address  
Email Address

**Master Thesis**  
Semester (Winter/Summer)

**Title of the Thesis**  
Date of Submission

Chair  
Professor  
Assistant  
Faculty of Management and Economics  
Johannes Gutenberg-Universität Mainz

# Statutory Declaration

Herewith I, .....

(Student ID: .....) declare that I have completed the present thesis, entitled:

.....  
.....

independently, making use only of the specified literature and aids; it is entirely the product of my own scholarly work, unless stated otherwise. Any inaccuracies of fact or faults in reasoning are my own and accordingly I take full responsibility. Sentences or parts of sentences quoted literally are marked as quotations; identification of other references with regard to the statement and scope of the work is quoted. The thesis in this form or in any other form has not been submitted to an examination body and has not been published. I certify that the printed version of this paper is equivalent to the submitted electronic version.

I am aware that false statements may also entail legal disadvantages.

\_\_\_\_\_

(Place, Date)

\_\_\_\_\_

(Signature)